

(Revised 07/04)

**\*\*YOU MUST BE 16 YEARS OR OLDER AND ATTENDING SCHOOL\*\***

**POSITION APPLYING FOR:**      1<sup>st</sup> Choice: \_\_\_\_\_                  2<sup>nd</sup> Choice: \_\_\_\_\_

**WORK LOCATION PREFERRED:**

NAME: \_\_\_\_\_  
(Last) (First) (M.I.)

SOC. SEC. NO.: \_\_\_\_\_ LOCAL PHONE: \_\_\_\_\_  
ALTERNATE PHONE: \_\_\_\_\_

## LOCAL MAILING

ADDRESS: \_\_\_\_\_  
 (Street or P. O. Box) (City) (State) (Zip Code)

ALTERNATE MAILING ADDRESS: \_\_\_\_\_  
 (Street or P.O. Box) (City) (State) (Zip Code)

NAME OF YOUR PARENT(S): \_\_\_\_\_

**CIRCLE YEAR IN HIGH SCHOOL:** 10 11 12 **OR COLLEGE:** 1<sup>ST</sup> 2<sup>ND</sup> 3<sup>RD</sup> 4<sup>TH</sup> 5<sup>TH</sup> 6<sup>TH</sup> Graduate School

NAME OF SCHOOL OR COLLEGE YOU ARE ATTENDING:

STATE YOUR MAJOR OR INTENDED MAJOR:

DATE YOU WILL RETURN TO KAUA'I (mandatory): \_\_\_\_\_

**\*\*Are you at least 16 years of age?** YES \_\_\_\_\_ NO \_\_\_\_\_

Will you be able to work during the entire summer employment period? YES \_\_\_\_\_ NO \_\_\_\_\_

If **“No”**, please state why not:

**\*\*For Beach & Pool Lifeguard, and Recreation positions, are you at least 18 years of age?**

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

## WORK EXPERIENCE

(Start with your most recent experience first, and so on. Include volunteer work experience. Attach an additional sheet if necessary.)

**EMPLOYER:** \_\_\_\_\_ **JOB TITLE:** \_\_\_\_\_  
**DESCRIBE YOUR DUTIES:** \_\_\_\_\_

IMMEDIATE SUPERVISOR: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_ **JOB TITLE:** \_\_\_\_\_  
**DESCRIBE YOUR DUTIES:** \_\_\_\_\_

IMMEDIATE SUPERVISOR: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

Have you ever been employed by the County of Kauaʻi before? \_\_\_\_\_. If “yes”, please state your position and the department where you worked:

Can you type? YES \_\_\_\_\_ NO \_\_\_\_\_ WPM \_\_\_\_\_  
Do you have knowledge/work experience in computers? YES \_\_\_\_\_ NO \_\_\_\_\_

List any computer programs that you are familiar with:

List other special skills, training, personal strengths and/or achievements:

**I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE; I ALSO UNDERSTAND THAT IF SELECTED FOR EMPLOYMENT, I AM REQUIRED TO PASS A DRUG SCREENING TEST AND/OR SUCCESSFULLY COMPLETE A FINGERPRINTING AND CRIMINAL HISTORY RECORD CHECK.**

DATE \_\_\_\_\_

**Return this application to: Department of Personnel Services, 4444 Rice Street, Suite 140, Lihū`e, Hawai`i 96766. Applications may not be accepted or considered after due date.**

## RECRUITMENT ANNOUNCEMENT

for the  
2005 COUNTY OF KAUAI  
SUMMER YOUTH EMPLOYMENT AND SUMMER YOUTH  
EMPLOYMENT/ENRICHMENT/GOLF PROGRAMS

(\*NOTE: THE FILLING OF SUMMER EMPLOYMENT/ENRICHMENT POSITIONS ARE SUBJECT TO FUNDING)

**DEADLINE TO APPLY: April 22, 2005**

Employment starts on June 16, 2005 and ends on July 29, 2005

NOTE: Applicants selected for employment are required to pass a drug screening test, and/or successfully complete a fingerprinting and criminal history record check.

\* **CLERICAL.** Typing is required for most clerical positions. Work assignments are located at various County departments or agencies primarily located in Lihue.

\* **INTERNS.** College students only. Interns may be assigned to work for but not limited to the following departments: Economic Development, Planning, Public Works, Attorney, Finance, and OCA/Recreation Agency.

\* **COST-SHARING INTERNS.** College education required. Limited positions in partnership with various private employers on the island. Applicant may be placed according to his or her major field of study or area of interest. A job interview may be required.

\* **SUMMER BEACH LIFEGUARD/POOL LIFEGUARD.** Applicants must be at least 18 years or older. Possession of a current Lifeguard Training Certificate, Standard First Aid Certificate, and CPR certificate or equivalent. **Present these certificates at the time of application.**

Beach Lifeguard applicants must be available for a mandatory two-week training session. A fingerprinting and criminal history record check is required.

Pool Lifeguard applicants must be available for a mandatory one-week training session. A fingerprinting and criminal history record check is required.

\* **RECREATION AIDE.** (Summer Enrichment Program). Ability to work well with children (including children with special needs). Possession of current First Aid and CPR certificate preferred. A fingerprinting and criminal history record check is required.

\* **GOLF COURSE AIDE.** Knowledge and experience in golf is required. Previous participation in a Junior Golf Program or member of a high school golf team preferred. Applicant must have just graduated from high school or presently attending college. Ability to work well with children a must. (Worksite is Wailua Golf Course). A fingerprinting and criminal history record check is required.

\* **PROGRAM COORDINATOR.** Plans, coordinates and provides direct support to Program Site Managers throughout the island. Responsible for monitoring program content and implementation of services. Works with Program Site Managers in implementing planned activities. Provides documents of weekly logs, program files, program reports and evaluations. Performs other duties as required and must have access to personal vehicle. **Provide resume with your application.** A fingerprinting and criminal history record check is required.

\* **PROGRAM SITE MANAGER.** Must be able to work with children (including those with special needs). Responsible for the overall operations and implementation at a designated summer program location. Plans and monitors staffing of program. Implements program content (recreational activities and educational curriculum) and coordinates support staff assignments as needed in the delivery of program services. Submits daily reports and logs as required by standard operations procedures of program. Coordinates and performs custodial duties as required. **Possession of a current First Aid and CPR certificate is required.** **Provide resume and certificates with your application.** A fingerprinting and criminal history record check is required.

**NOTE:**

List of Worksites

\*Lihue

\*Hanamaulu

\*Kapa`a

\*Kilauea

\*Princeville

\*Puhi

\*Koloa

\*Kalaheo

\*Hanapepe

\*Kekaha